

## DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



OBSOLETE

ALL-COUNTY LETTER NO. 75-55

TO: ALL COUNTY WELFARE DIRECTORS  
COUNTY AUDITORS  
WELFARE FISCAL SUPERVISORS  
ADMINISTRATIVE SERVICES OFFICERS

Superseded by

ACL # 77-15

Issued

3-17-77

SUBJECT: REIMBURSEMENT FOR APL REVIEW ACTIVITY

## REFERENCE:

All-County Letter No. 75-39 dated February 18, 1975 had attachments giving instructions on the APL Review. The attachments also gave fiscal instructions on claiming for costs attributable to APL activity. For your convenience, the same claiming instructions are also being provided in this letter.

As you are aware, the APL review is being required by the Social Security Administration and is eligible for 100 percent reimbursement based on the County Cost Allocation Plan. The procedure for receiving this reimbursement will be as follows:

1. Use of Clerical Personnel

- a. All clerical staff time spent on APL (on a monthly basis) must be shown on the Eligibility Worker Time Study and identified as APL. New time studies (DFA 43) which identify subcomponents of the SSI/SSP program have been developed and sent to the counties. All time spent on APL must be recorded to Line K3 of the new time study, and the remainder of the time spent by these workers on clerical functions other than APL must be recorded to Line Q, Nonallocable.
- b. At the end of each quarter, determine (1) the combined salaries (all three months) of all APL clerical workers, (2) number of hours spent on APL, and (3) total number of hours worked by this personnel during the quarter. The next step is to divide the number of hours spent on APL by the total number of hours worked during the period. The ratio obtained is used as the basis for determining the amount of these salaries eligible for 100 percent federal reimbursement. Assuming that the ratio obtained is .85 and the combined salaries for the period is \$10,000 then \$8,500 (.85 x \$10,000) would be claimed on the DFA 325.2, Group III, Direct Costs, B. Eligibility and Nonservice, 1. Personal Services. The amount should be identified as APL Review for the SSI/SSP program. The balance of the salaries, \$1,500 (\$10,000 minus \$8,500) is to be included in Group II A. 1. Clerical Support.

- c. In using this method, the hours recorded on the DFA 43 by each APL clerical worker are used only to determine the amount of cost eligible for 100 percent federal reimbursement. These same hours are not to be used in the development of the DFA 323, Eligibility Time Study Summary and Program Ratios.

2. Freight Costs

The freight cost of shipping the necessary cases to the State is also eligible for 100 percent reimbursement. However, funds for freight are from a different source than funds for personnel involved in the review. Therefore, freight costs will be paid by the State.

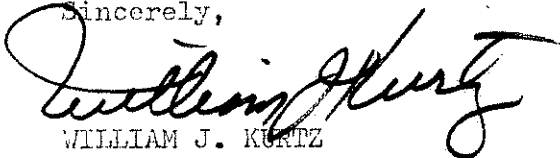
Each county will be provided a method of shipping the necessary cases without incurring a county cost. The two methods now available include the following:

- a. A State vehicle will pick up the cases for a county on a prearranged date.
- b. If feasible, franked labels will be provided to ship a small number of cases.

Details of how each county should ship cases will be provided by the state APL Unit. If a county elects to ship the necessary cases by a method other than one provided by the APL Unit, reimbursement will be based on the cost allocation plan and may not be 100 percent funded since the cost will be allocated to all programs.

If you have any questions regarding these claiming instructions, please contact Dick Lowry or Bobi Gould at 916/445-7046.

Sincerely,



WILLIAM J. KURTZ  
Deputy Director

cc: CWDA